



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective
Title	10	Human Services	Date:
Chapter	133G	Client Information	5/21/2007
Subchapter:	3	Release Of Client Information To Persons Other Than The Client	
Section	5	Disclosure within the Division, the Department, the Department of Law and Public Safety, Division of ... (N.J.A.C. 10:133G-3.5)	

§10:133G-3.5 Disclosure within the Division, the Department, the Department of Law and Public Safety, Division of Law, and the court

(a) A Division employee shall disclose personal client information within the Division only to those persons who require such information in the course of their jobs and only to the extent necessary. Each Division employee shall obliterate or omit the names of clients and other persons when case record materials or reports are used for training.

(b) Staff of the Department's Office of Legal and Regulatory Affairs, the Commissioner or Chief of Staff of the Department of Children and Families or each Director of an office or Division of the Department of Children and Families shall have the authority to request and receive all information about Division clients.

1. The Division representative shall advise a representative of the Department of Children and Families' Office of Public Information of each child fatality or near fatality, which the Division has reasonable cause to believe was the result of abuse or neglect. A representative from the Department of Children and Families' Office of Public Information or the Director shall release information to the public about child fatalities or near fatalities in accordance with N.J.A.C. 10:133G-4.

(c) A Division employee shall disclose client information to a Deputy Attorney General, Department of Law and Public Safety, Division of Law, representing the Division.

(d) The Division Director or designee may, and upon written request shall, release records and reports to any division or unit in the Department authorized to care for, treat, or supervise a child who is the subject of an abuse or neglect report, or a parent or other person who is responsible for the child's welfare, or both, when the information is needed in connection with the provision of care,

treatment, or supervision of a child or parent or other person pursuant to N.J.S.A. 9:6-8.10a.b(5).

(e) The Division shall allow the Division of Medical Assistance and Health Services' quality control reviewers to review its records to the extent necessary to confirm a child's Medicaid eligibility, in accordance with 45 CFR 74.24 and 1340.14(i)(5). The quality control reviewers shall not photocopy any materials from a Division case record nor have unrestricted review of records or general access to a case record.

(f) The Division shall release to the court its records about a juvenile before the Superior Court, Chancery Division, Family Part, pursuant to 42 U.S.C.